

ANNOUNCEMENT NUMBER: 2014-J007

OPEN TO: All interested Candidates / All Sources

POSITION: Admin Assistant II/ Accounting
(This position is budgeted for Philippine Government Compensation Plan & Non US Direct Hire Employee)

OPENING DATE: June 23, 2014

CLOSING DATE: July 05, 2014

WORK HOURS: Full-time; 40 hours/week

SALARY: Php 179,172.00 per annum (Basic rate is still exclusive of other benefits such as bonus, PERA, ADDCOM and other benefits given to Philippine Government Employees.)

The Joint US Military Assistance Group (JUSMAG)-Philippines is seeking an individual for the position of Admin Assistant II/Accounting. This is an Armed Forces of the Philippines (AFP) position detailed to JUSMAG.

BASIC FUNCTION OF THE POSITION

Assists in the preparation and coordination of budget formulation and execution. Provides advice and technical assistance with cost analysis, fiscal allocation, and budget preparation. Reviews operating budgets to analyze trends affecting budget needs. Interprets budget directives and establish policies for carrying out directives. Compiles and analyzes accounting records and other data to determine the financial resources required to implement a program. Examines budget estimates for completeness, accuracy, and conformance with procedures and regulations. Determines if funds are available for expenditures or requisitions and posts to proper account; monitors fund/account balances and notifies appropriate personnel when limits are reached. Processes a variety of fiscal information (e.g. billings, receivables, budget data, purchase orders, etc.) for the purpose of updating information, completing financial transactions, ensuring timely and accurate submissions, and/or ensuring compliance with accounting requirements. Controls small petty cash fund; authorizes disbursement and fund replenishment; prepares necessary entries. Maintains special logs or records and balances and reconciles internal accounts or records with accounting system; verifies accuracy and completeness and makes necessary adjustments. Conducts inventory, reconciliation of all properties and supplies and prepares reports on the result. Manages inventory shortages, overages and determine the causes of loss or damage.

QUALIFICATIONS REQUIRED

All applicants must address such selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of a bachelor's degree course in Management or Commerce.

2. Fresh graduates may apply.
3. Must have demonstrated ability to effectively accomplish task requiring a high degree of accuracy and attention to details. Must have demonstrated the ability to set priorities and make mature, considered judgments.
4. Must have demonstrated ability to use computers in office setting.
5. Must possess excellent interpersonal skills.
6. Must be Civil Service Eligible.
7. Level 4 (Fluent) Speaking/Reading English and Tagalog language is required.

SUBMIT APPLICATION TO:

JUSMAGPHIL

1201 Roxas Boulevard, Ermita Manila

Telephone: (632) 301-2000 ext. 6328

Fax: (632) 301-2491/2429

Attention: Admin/Resource Management Office (Indicate Vacancy Announcement Number)

E-mail: jusmagph.rm1@gmail.com (Indicate Vacancy Announcement Number in the subject. Please send as Microsoft Word, Adobe PDF, or JPEG attachment)

CLOSING DATE FOR THE POSITION: July 05, 2014

JUSMAG provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

APPENDIX A

If an applicant is submitting a resume or curriculum vitae, he/she must provide the following information: Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available to Work
- E. First, Middle, and Last Names and any other names used
- F. Date and Place of Birth
- G. Current Address and Cellphone numbers
- H. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- I. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, Agency, Position, & Location)
- J. Education
- K. License, Skills, Training, Membership, & Recognition
- L. Language Skills
- M. Work Experience/s
- N. Reference/s